



# INDUCTION FOR NEW EMPLOYEES PROCEDURES

**Date:** September 2013

**Version Number:** 4

**Corporate Services Reference Number:**

**Author :** Jenny Coleman, Training Advisor

## Document History

Version Control	
Version No: 3	
<b>Implementation Date</b>	<b>December 1<sup>st</sup> 2013</b>
<b>Last Review Date</b>	<b>September 2013</b>
<b>Next Formal Review Date</b>	<b>November 2016</b>
Impact Assessment	
<b>Rapid Impact Assessment, which has been to the Equality and Diversity Taskforce for their comments</b>	<b>September-November 2013</b>
Engagement and Consultation Groups	
<b>Date</b>	<b>Date</b>
HR Directorate/APF/ selection of managers and staff (this includes bank staff, temporary staff, fixed term contract staff and both full time and part time substantive posts, both post holders and post holders line managers).	November 2013
Approval Record	
<b>Date</b>	<b>Date</b>
APF	November 2013
Staff Governance Committee	

# INDUCTION FOR NEW EMPLOYEES

## **Contents**

- 1. Introduction**
- 2. Aims**
- 3. Shetland NHS Board's Commitment**

## **Guidelines for Managers**

- 1. General**
- 2. Line Manager's Responsibilities**
- 3. Prior to Employment**
- 4. Induction Programmes**
- 5. Induction Checklist**
- 6. Healthcare Support Worker Code of Conduct**
- 7. KSF**
- 8. First Day of Employment**
- 9. Completing the Induction Process**
- 10. Evaluation of the Induction Process**
- 11. Compulsory Refresher**

## **New Employee Induction Checklist**

### **List of Statutory/Mandatory Training Requirements**

**Induction Checklist – Ward/Dept. Inanimate Load Handling Staff**

**Training Needs Form – Ward/Dept. Inanimate Load Handling Staff**

**Induction Checklist – Ward/Dept. Patient Handling Staff**

**Training Needs Form – Ward/Dept. Patient Handling Staff**

**Induction Evaluation Questionnaire**

**Induction Day Programme**

**Compulsory Refresher Day Programme**

## **Equality Impact Assessment**

- 1. Introduction**

Shetland NHS Board (the Board) is committed to ensuring all new employees are given induction training. This training, both corporate and in the workplace (local), is regarded as vital for the integration of new employees into the working environment.

## **2. Aims**

It is the aim of Shetland NHS Board to ensure that staff induction is dealt with in an organised and consistent manner so that employees can be introduced into a new post and working environment quickly and therefore contribute effectively and efficiently as soon as possible. To assist this process, the Board holds corporate induction sessions that **all new employees** are required to attend. In addition to this corporate induction day staff will also have a local induction (Appendix 1) which will be specific to their area of work. Sessions are held monthly and include separate manual handling training.

## **3. Shetland NHS Board's Commitment**

These induction procedures and guidelines aim to set out general steps for managers and employees to follow during the induction process. All managers and employees are expected to adhere to these procedures.

The implementation of good induction practice by managers will:

- Enable new employees to settle into their new position quickly and become productive and efficient members of staff within a short period of time;
- Provide an overview of the organisation and enable the new employee to see where they fit in to the big picture;
- Ensure that new entrants are highly motivated and that this motivation is reinforced;
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally;
- Assist in developing a management style where the emphasis is on leadership, openness and honesty;
- Ensure that new employees operate in a safe working environment;
- Reduce costs associated with repeated recruitment, training and staff turnover;
- Enable new employees to understand the corporate culture and the overall framework in which health care services are delivered and that an environment exists where staff feel able to contribute their opinions.

The Board has issued these guidelines to familiarise managers and employees with the induction process and will maintain and update the Induction Procedures. Relevant formal training necessary to assist in the induction process will be provided depending on need. A checklist will be issued by the Staff Development Department to the immediate line manager for each new employee for managers and staff to follow during the induction period. Line Managers must ensure effective monitoring of the induction process, particularly in the first 3 months. Any problems encountered by new employees must be addressed promptly.

## **GUIDELINES FOR MANAGERS**

### **1. General**

Starting a new job is a demanding and stressful experience. Quite apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organisation, a new working environment, new colleagues and possibly a new living area. The purpose of induction is to support new employees during this period and help them become fully integrated into the Board as quickly and easily as possible.

Induction has benefits for all involved in the process. Employees who settle quickly into their new job will become productive and efficient at an early stage and in turn will experience feelings of worth and satisfaction.

It is generally recognised that new employees are highly motivated and an effective induction process will ensure that this motivation is reinforced.

### **2. Line Manager's Responsibilities**

Line managers are responsible for :-

- Ensuring new employees receive the appropriate level of induction that their posts require
- Ensuring attendance on a corporate induction day
- Covering all items/topics in the checklist during the first 3 months with mandatory items covered in the given timescale
- Adding local relevant items onto the checklist
- Ensuring that each topic/item is individually signed
- Signing the completed checklist along with the employee
- Ensuring a copy of the completed checklist is sent to Staff Development Section for recording and inclusion in the employee's personal file
- Ensuring that a KSF outline, with foundation levels, is assigned to Agenda for Change staff members.

### **3. Prior to Employment**

Preparations for the arrival of the new employee should be made well in advance e.g. uniforms, desk, telephone, equipment, computer and e-mail access, lockers, room keys, etc. so that they are able to work effectively more quickly and that they feel valued.

#### **4. Induction Programmes**

Induction programmes must be tailored to the individual's needs. It is necessary to plan carefully and prepare induction programmes with consideration to specific areas appropriate to the individual. Examples of considerations which may be relevant to induction planning include:

Relevant legislation which sets out statutory training requirements in relation to Fire Safety, Health and Safety, Manual Handling, Equality and Diversity and Information Governance (Appendix 2, 3, 4).

Compulsory subjects identified by NHS Shetland Board.

Prior experience of the workplace – for example, this may be the new employee's first job since leaving school; the new employee may be returning to work after a career break; or they may have gained their work experience in a different setting.

The nature of the role the new employee will be carrying out and the working relationships that will need to be developed with colleagues in own and other departments.

Adjustments that may need to be made with regards to the special needs of, for example, employees with a disability.

These are just a few examples. The specific needs of the new employee can be ascertained during and after the recruitment process and form part of the preparation undertaken before the new employee joins Shetland NHS Board. Advice on induction programmes can be sought from the Staff Development Manager.

#### **5. Induction Checklist**

The induction checklist is a way of ensuring that information is imparted to new employees when they are likely to be most receptive. It avoids overloading employees with information during the first weeks while ensuring that all areas are covered. Managers should ensure that these matters have been properly understood while the checklist is being completed, perhaps in the form of a weekly chat with the new entrant. **Starred items must be completed on the employee's first day. All other items must be completed within the first month of employment.** Arrangements should also be made for the employee to visit any relevant departments with which they have regular contact in the course of their duties. At the end of the process the induction checklist should be signed by the relevant parties and passed to the Staff Development Section for recording on the human resources information system, and for retention in accordance with the provisions of the Data Protection Act. By ensuring this form is signed and returned the line manager is clearly

demonstrating that a local induction has taken place. **It is a manager's responsibility to ensure that a proper local induction has taken place** and without the completed form being returned to Staff Development Section the manager has not demonstrated that an adequate induction has occurred.

New employees are required to complete the moving and handling induction checklist and moving and handling training needs form to identify if they are competent and safe to carry out the moving and handling duties required for their role. Any skill or knowledge deficits identified will be addressed either by attending moving and handling training or undergoing moving and handling competency assessment. All new employees will be competency assessed regarding moving and handling.

Completion of the induction checklist does not remove the need to assess each individual's training needs which will be done by completing a Personal Development Plan (PDP). This can be done at any stage though it is recommended that each new employee has their own PDP by the end of 3 months' employment with the Board.

## **6. *Healthcare Support Worker Code of Conduct***

A set of mandatory induction standards for staff working in the support of healthcare provision must be attained within the first three months of their employment (pro-rata for part-time staff). The aim of this Code of Conduct is to support new employees in understanding their role in relation to: protecting patients and the public; health, safety and security; working with people and working and developing their roles. This relates to all staff who:-

- Work in a clinical role (either direct or indirect), under supervision of a healthcare professional
- Work in a direct service provision role, with access to patients and members of the public
- Deal with personal identifiable patient data
- Have responsibility for maintaining premises or equipment used by patients
- Are involved in the preparation/delivery of goods or services directly for/to service users

The Induction Standards and Code of Conduct **do not apply** to registered healthcare professionals or unpaid volunteers.

Relevant staff should be made aware of the Induction Standards and Code of Conduct and their responsibility to attaining the Code of Conduct within a 3 month period as part of their Induction Day (pro-rata for part time staff). There is currently no time frame for attainment of the code for Bank Staff. A workbook is issued which when completed helps staff to prove

their attainment of the Code. This should be reviewed alongside their line manager and returned to Staff Development within the set time-frame. It is then passed to HR and retained with the individual's personnel files. **Attainment of the Code of Conduct is a mandatory part of induction and failing to attain the standard could ultimately result in the dismissal of a staff member.** The easiest way to prove attainment of the standard is a timely completion of the Healthcare Support Worker booklet.

Line Managers have the responsibility of reviewing the employee's conduct and ensuring that they are evidencing their understanding and adoption of the Code.

Depending on the specific role of an individual there may be other booklets and/or Induction standards to attain within set time frames. It is the responsibility of the line manager and new employee to assure that any relevant work is carried out within set time frames and passed to the Staff Development section as required. These will then be held within an individual's personnel file.

## **7. KSF**

It is the Line Manager's responsibility to assign a KSF outline to the new postholder if the post comes under for Agenda for Change terms and conditions. The foundation outline should be used as the basis for the creation of a Personal Development Plan for the new member of staff in order that they can work towards achieving the foundation gateway at the end of their first year.

If the new staff member is unfamiliar with KSF they should attend the KSF for Staff training course, which will give them the understanding of the process and highlight the gateway at the end of their first year of employment.

For staff outwith Agenda for Change terms and conditions, Line Managers should ensure that employees are made aware of the appropriate appraisal and Continuous Professional Development systems.

## **8.0 First Day of Employment**

It is important to introduce the new employee to their new workplace and colleagues at the earliest opportunity. An introductory talk will be appropriate at this time combined with general information and the exchange of necessary documentation. This talk should be brief as the employee is unlikely to be receptive to detailed information at this time. Time must be set aside for this process. The checklist should be used as the basis for the discussion and for ensuring all the documentation is complete.

A tour of the workplace should be arranged to allow the new employee to view the organisation as a whole and to see how he or she fits into the overall picture.

The new member of staff will want to get to know his or her colleagues quickly and become part of the team and time should be allowed for this process. Colleagues should be briefed on the new employee's arrival and, if possible, one member of the department should be nominated to make sure that the new employee has every assistance in settling in quickly ('buddying').

Although the new employee will want to start work as soon as possible, it is essential that sufficient time is given to the induction process and that he/she is not booked up with clinics, etc which prevent attendance at the corporate induction day or induction meetings.

### **9.0 *Completing the Induction Process***

Induction can be said to end when the individual has become fully integrated into the Board. Of course there is no set timescale within which this will happen and follow up is essential. Giving new employees specific opportunities to ask questions several weeks into employment can be useful and the induction checklist will provide this opportunity. In some areas, such as understanding the wider organisation, follow up after a number of months may be appropriate.

The formal induction day will also firmly underpin the new employee's integration into the wider organisation as one element of the induction process.

### **10.0 *Evaluation of the Induction Process***

It is essential that a rolling programme of evaluation of the induction process exists so that we can improve its content and delivery to meet changing needs. An induction evaluation questionnaire (Appendix 5) will be completed by the new employee approximately 2 months into their employment with the board. Responses will be collated and monitored by the Staff Development Section who will propose changes to the programme or liaise with line managers as appropriate. This evaluation will focus on both the corporate induction procedure and the local induction.

### **11.0 *Compulsory Refresher***

It is vital that the important subjects introduced during an employee's induction are not ignored once their induction is complete, but are continuously refreshed and revised. As such all staff are required to attend a mandatory refresher training session every 18 months as well as complete relevant modules on the e-learning system Learn-Pro within set time frames (Appendix 6).

Additional mandatory training may be required to be completed within set time frames



and this should be identified within an individual's Personal Development Plan.



Appendix 1

**NEW EMPLOYEE INDUCTION CHECK LIST**

Department.....

Name of Employee.....

Job Title.....

Start Date.....

**INDUCTION PROGRAMME FOR NEW EMPLOYEES**

*Heads of Department and line managers are recommended to re-familiarise themselves with the Induction Procedures and Guideline for Managers, available in the HR Policies and Procedures Manual and on the Board's Intranet site on each occasion a new employee takes up post.*

Heads of Departments and other designated officers must use this checklist for the induction of new employees into the Board. This must be done within the first month of employment. Health and Safety issues and all items in capital letters must be covered on the employee's first day. The new member of staff should be asked to tick each box and initial when they have been adequately informed to their satisfaction about each subject. When this has been done the employee should sign and date the form and return it to their immediate line manager for forwarding to the Staff Development Section for retention within the terms of the Data Protection Act 1998.

Not all the following subjects are applicable to all departments. If this is the case record 'not applicable' (n/a). All starred \* items must be covered on the employee's first day.

Please make reference to the Policies and Procedures Manuals as appropriate.

## ITEMS TO COVER WITH EACH NEW EMPLOYEE

COMPLETED/INITIALS

### **The Department**

1. Department Function\*
2. Introduction to colleagues\*
3. New entrant's own job\*
4. Supervision\*
5. General layout\*
6. Telephone system and bleeps\*
7. Internal/external postal systems\*
8. Reporting structures\*
9. Volunteering Policy

### **Conditions of Employment**

1. Hours of work, including duty rotas, shift systems, on-call, breaks\*
2. Working time recording\*
3. Allowances
4. Superannuation scheme and eligibility
5. Reporting in when sick including when on leave\*
6. Arrangements for requesting leave\*
7. Uniforms, protective clothing, replacement, laundry arrangements\*
8. Introduction to Policy and Procedures Handbooks

- 9. Taxable benefits
- 10. Car leasing arrangements (if relevant)
- 11. Accommodation arrangements (if relevant)

**Health and Safety, Security, Fire**

- 1. Health and safety information relevant to the department\*
- 2. Fire instructions and procedures\*
- 3. Emergency evacuation procedures\*
- 4. Location and use of fire fighting equipment\*
- 5. Accident and incident reporting\*
- 6. Occupational Health\*
- 7. Loss of personal effects\*
- 8. Security of personal effects\*
- 9. Security of department and buildings\*
- 10. Arrangement for keys\*
- 11. Staff photo ID badges\*
- 12. Protecting the public from harm and abuse
- 13. Being fit (healthy) to work
- 14. Maintaining health and safety at work
- 15. Assessing risks at work
- 16. Reporting incidents at work

**Infection Control**

1. Hand Hygiene\*
2. Use of Personal Protective Equipment, aprons, gloves, etc.\*
3. Procedure for Protection against occupation infection with Blood Borne Viruses\*
4. Control of the Environment\*
5. Isolation Barrier Room procedures\*
6. Management of blood and other body fluid spillages\*
7. Cleaning of care equipment\*
8. Patient placement procedure\*
9. Safe management of linen\*
10. Safe disposal of waste\*
11. Management of MRSA\*
12. Management of Clostridium Difficile\*
13. Flu mask fitting\*
14. Where to access the Infection Control page on the Intranet\*

**Conduct**

1. Personal presentation\*
2. Disciplinary, Grievance, Capability procedures\*
3. Courtesy to patients, the public and to other staff members\*
4. Confidentiality and Caldicott\*

- |     |   |                          |
|-----|---|--------------------------|
| 6.  | Acceptance of gifts and code of personal conduct*                                   | <input type="checkbox"/> |
| 7.  | Statements to the press   | <input type="checkbox"/> |
| 8.  | Rules on smoking, alcohol and drugs   | <input type="checkbox"/> |
| 9.  | Private use of telephones   | <input type="checkbox"/> |
| 10. | Working in line with the equality, diversity, rights and responsibilities of people | <input type="checkbox"/> |
| 11. | "Whistle-blowing" in cases of harm and abuse  | <input type="checkbox"/> |

### Facilities

- |    |                                 |                          |
|----|---------------------------------|--------------------------|
| 1. | Cloakroom, lockers, lavatories* | <input type="checkbox"/> |
| 2. | Staff cafeteria/healthy eating* | <input type="checkbox"/> |

### Staff Development

- |    |  |                          |
|----|--|--------------------------|
| 1. | NHS Knowledge & Skills Framework Outline for Post                    | <input type="checkbox"/> |
| 2. | Study-leave arrangements   | <input type="checkbox"/> |
| 3. | Career development and opportunities for promotion                   | <input type="checkbox"/> |
| 4. | Working with objectives  | <input type="checkbox"/> |
| 5. | Performance review procedures  | <input type="checkbox"/> |
| 6. | Personal Development Plan (PDP)                                      | <input type="checkbox"/> |
| 7. | KSF awareness  | <input type="checkbox"/> |
| 8. | Assign KSF Outline and inform new Staff Member of foundation gateway | <input type="checkbox"/> |

## Employee Involvement and Communication

COMPLETED/INITIALS

1. Trade union/professional organisation representation
2. Communications within the organisation   
(e.g. APF, Health & Safety Committee, Planning Conference)
3. Information sources e.g. Team Brief, notice boards, Intranet, e-mail\*
4. The organisation's commitment to Quality
5. Healthy eating policy
6. Complaints procedure\*
7. Departmental meetings, feedback\*

## Quality

1. Contributing to team work
2. Building "customer" relationships
3. Managing yourself as a resource
4. Working within your own limits

## Items Specific to the Department

1. Pay\*
2. Notice of termination of employment
3. Child Protection Procedures\*
4. Adult Protection Procedures\*
5. Waste disposal (incl. clinical waste)\*
6. Control of infection\*

- 7. Patient related duties\*
- 8. Manual handling\*
- 9. Incident reporting\*
- 10. Clinical Risk\*
- 11. Risk Assessments\*
- 12. Data Protection and Freedom of Information
- 13. Involving the Public (PFPI)
- 14. If Budget holder, visit supplies and finance for basic training

**Other relevant issues specific to the department**

- 
- 
- 
- 
-



**COMPLETED/INITIALS**

<b>Training &amp; Development Required for Post</b>	<b>Date Done</b>	<b>Tick</b>
1. Manual Handling		<input type="checkbox"/>
2. CPR		<input type="checkbox"/>
3. Risk Management/Assessment		<input type="checkbox"/>
4. HR Policies & Procedures for Line Managers		<input type="checkbox"/>
5. Recruitment and Selection (3 modules)		<input type="checkbox"/>
6. Equity and Race Issues for Line Managers		<input type="checkbox"/>
7. Health and Safety for Line Managers (Control Book)		<input type="checkbox"/>
8. KSF and Performance Review for Line Managers		<input type="checkbox"/>
9. Equality Impact Assessment Toolkit Training		<input type="checkbox"/>
10. Infection Control Training		<input type="checkbox"/>
11. Child Protection Training		<input type="checkbox"/>
12. Adult Protection Training		<input type="checkbox"/>
13. Freedom of Information		<input type="checkbox"/>

I confirm that I have been informed about and understand all of the above items relevant to my employment with Shetland NHS Board.

**Name of employee (print).....**

**Signature of employee..... Date.....**

I confirm that the above induction programme has been completed for the above employee

**Name of Head of Department (print).....**

**Signature of Head of Department  
or other authorised officer..... Date.....**

The completed documentation was received and recorded by the Staff Development Section, on the Human Resources Information System, and retained in accordance with the requirements of the Induction Procedures and in line with the Data Protection Act 1998:

**Signature (Staff Development Section) ..... Date.....**

## **Appendix 2**

### **Statutory and Mandatory Requirements for Induction Training**

#### **Statutory training**

Training that the Board is legally required to provide as defined in law (and consequently a legal paper can be referenced) or where a statutory body has instructed organisations to provide training on the basis of legislation e.g. fire safety, manual handling, equality and diversity, etc.

#### **Subjects and Relevant Legislation:**

##### **Health and Safety:**

*Health and Safety at Work Act 197*

*Management of Health and Safety at Work Regulations 1999*

*Workplace (Health, Safety and Welfare) Regulations 1992*

*Health and Safety (Display Screen Equipment) Regulations 1992*

*Personal Protective Equipment at Work Regulations 1992*

*Provision and Use of Work Equipment Regulations 1998*

*Health and Safety (First Aid) Regulations 1981*

*The Health and Safety Information for Employees Regulations 1989*

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*

*Noise at Work Regulations 1989*

*Control of Substances Hazardous to Health Regulations 2002*

##### **Manual Handling:**

*Manual Handling Operations Regulations 1992*

##### **Fire:**

*Fire (Scotland) Act 2005*

*Fire Safety (Scotland) Regulations 2006*

## **Equality and Diversity:**

*The Equality Act 2010*

*The Equality Duty*

## **Information Governance:**

*Data Protection Act 1998*

*Freedom of Information (Scotland) Act 2002*

*NHS Code of Practice on Confidentiality*

## **Mandatory Training**

Mandatory training is training that has been identified by the Board as compulsory for staff. It is essential to enable employees to carry out their duties safely, effectively and efficiently, which will help them maintain their competencies to the required standards.

Mandatory training is concerned with minimising risk, providing assurance against policies, and ensuring the Board meets external standards

## **Mandatory training subjects for NHS Shetland Board have been identified as:**

*Fraud Awareness*

*Adult and Child Protection*

*Infection Control*

*Payroll and Pensions*

*Clinical Governance*

*Feedback and Complaints*

### Appendix 3 Induction Checklist – Ward/Dept Inanimate Load Handling Staff

The employee has an awareness of:	Yes / No	Comments
Organisations Manual Handling Policy		
Responsibilities as stated in MH Policy		
Local / departmental M and H Procedures		
Generic Inanimate Load Handling Risk Assessments		
Incident Reporting System		

The employee is familiar with equipment required to be used			
List Equipment e.g. pallet truck, bed mover, self levelling container:			
	Yes	No	Comments

Awareness of Moving and Handling Safe Systems of Work to include:	
Safe use of equipment e.g. Use of platform truck	Comments
DSE Assessments	
Other	

Awareness of Moving and Handling Training requirements:
Moving and Handling training before commencement of duties on wards/departments, thereafter Refresher Updates/Workplace assessments on an annual basis, exceptions to this must be evidence based e.g. risk assessment, competency assessments, injury data, IR1/RIDDOR, OH data, local sickness absence.
Contacts for Moving and Handling Information/Advice:

Name of Manager (print): \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Employee (print): \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Induction checklist – Moving and Handling Training Needs Form for Inanimate Load Handling Staff**

Full Name (please print): _____ Ward/Department/Local base: _____ Unit/Directorate/CHP: _____	Job Title / Band: _____ Commencement Date: _____ Unique ID (e.g. Payroll No.): _____
---	--

Please state which of the following FOUNDATION MODULES you have completed:

Modules	Essential Modules For Post (please tick)	Date completed	Training Requirements	Date for Training	Completed Yes / No
A					
B					
F					

Comments

Name of Manager (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Employee (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix 4 Induction Checklist - Ward/Dept Patient Handling Staff**

<b>The employee has an awareness of:</b>	<b>Yes / No</b>	<b>Comments</b>
Organisations Manual Handling Policy		
Responsibilities as stated in MH Policy		
Local / departmental M and H Procedures		
Generic Patient Handling Risk Assessments		
Generic Inanimate Load Handling Risk Assessments		
Individual Patient Moving and Handling Assessment Forms (Mobility Charts/Care Plans etc)		

<b>The employee is familiar with Ward/Department Equipment (list, including make and model)</b>			
	<b>Yes</b>	<b>No</b>	<b>Comments</b>
• Passive Hoists e.g. Liko Viking			
• Active Hoists e.g. Stand-aids Oxford			
• Slings			
• Slide sheets			
• Lateral Transfer boards e.g. Pat-slide			
<b>Other</b>			

<b>The employee has awareness of Moving and Handling Safe Systems of Work to include:</b>	
<b>COMMENTS</b>	
• Falling patient	
• Fallen patient	
• Cardiac Arrest situations	
• Emergency Evacuations	
• Escorting a Patient	
• Bariatric Patients	
• Other	

<b>Awareness of Moving and Handling Training requirements:</b>
Moving and Handling training before commencement of duties on wards/departments, thereafter refresher Updates/Workplace assessments on an annual basis, exceptions to this must be evidence based e.g. risk assessment, competency assessments, injury data, IR1/RIDDOR, OH data, local sickness absence.
<b>Contacts for Moving and Handling Information/Advice:</b>

## Induction Checklist - Moving Handling Training Needs Form for Patient Handling Staff

Full Name (please print): _____	Job Title / Band: _____
Ward/Department/Local base: _____	Commencement Date: _____
Unit/Directorate/CHP: _____	Unique ID (e.g. Payroll No.): _____

Please state which of the following FOUNDATION MODULES you have completed:

Modules	Essential Modules For Post (please tick)	Date completed	Training Requirements	Date for Training	Completed Yes / No
A					
B					
C					
D					
E					
F					

Comments

Name of Manager (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Employee (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**INDUCTION EVALUATION QUESTIONNAIRE (to be completed after two months in post)**

**NAME:** .....

To monitor the effectiveness of the induction programme, both the formal Induction Day and your local induction programme with your line manager, we would ask you to complete and return the following form. This information will be treated with the strictest confidence by the Staff Development Manager and used to improve the programme.

Since starting with Shetland NHS Board, you have been given a variety of information intended to allow you to become familiarised with your new surroundings, employment conditions, working arrangements and the roles and duties for you and the organisation. In terms of how this information has helped you, please comment on the following criteria:

(Please tick appropriate box)  
Satisfactory Unsatisfactory

**Amount** of information given

Could this be improved? (please comment) \_\_\_\_\_

\_\_\_\_\_

Satisfactory Unsatisfactory

**Quality** of information given

Could this be improved? (please comment) \_\_\_\_\_

\_\_\_\_\_

Satisfactory Unsatisfactory

**Relevance** of information given

Could this be improved? (please comment) \_\_\_\_\_

\_\_\_\_\_

Satisfactory Unsatisfactory

**Timing** of information delivery

Could this be improved? (please comment) \_\_\_\_\_

\_\_\_\_\_

Satisfactory Unsatisfactory

**Methods** of information delivery

Could this be improved? (please comment) \_\_\_\_\_

\_\_\_\_\_

Satisfactory Unsatisfactory

**Usefulness of Staff Handbook**

Could this be improved? (please comment) \_\_\_\_\_

**Some more questions about your induction**

By the end of your first day 'on site' were you aware of the :

	<b>YES</b>	<b>NO</b>
Fire exit routes	<input type="checkbox"/>	<input type="checkbox"/>
Fire assembly point	<input type="checkbox"/>	<input type="checkbox"/>
Emergency evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>
Sickness reporting arrangements	<input type="checkbox"/>	<input type="checkbox"/>
Incident reporting arrangements	<input type="checkbox"/>	<input type="checkbox"/>

Did your Line Manager cover:

	<b>YES</b>	<b>NO</b>
Child Protection responsibilities/procedures	<input type="checkbox"/>	<input type="checkbox"/>

Was the formal Induction Day helpful in terms of :

	<b>YES</b>	<b>NO</b>	
Meeting other new staff	<input type="checkbox"/>	<input type="checkbox"/>	<b>SCORE ____/6</b>
Information about the Organisation	<input type="checkbox"/>	<input type="checkbox"/>	
Information about Policies & Procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting Senior Staff	<input type="checkbox"/>	<input type="checkbox"/>	
Not Useful at all	<input type="checkbox"/>	<input type="checkbox"/>	

Other (please comment) \_\_\_\_\_

\_\_\_\_\_

How could the Induction Day be improved? \_\_\_\_\_

\_\_\_\_\_

Did you complete the Induction Checklist form within your first month?

<b>YES</b>	<b>NO</b>	If not, please indicate why _____
<input type="checkbox"/>	<input type="checkbox"/>	_____ <b>SCORE ____/6</b>

Did you complete all of your identified induction training within 2 months of starting?

<b>YES</b>	<b>NO</b>	If not, please indicate why _____
<input type="checkbox"/>	<input type="checkbox"/>	_____

What training is still outstanding? \_\_\_\_\_

Date started in NHS Shetland (month/year only) \_\_\_\_\_

**All comments will be regarded as confidential – Thank you**

Please return this form to the Staff Development Manager, Staff Development Centre, Montfield , Lerwick

## Appendix 6

### Corporate Induction

<b>Time</b>	<b>Subject</b>	<b>Delivered by:</b>
09:00	Welcome – NHS Shetland and the National Perspective	Ian Kinniburgh
09:20	Icebreakers	Host
09:35	Clinical Governance	Kerry Russell
10:00	Feedback & Complaints	Carolyn Hand
10:15	Fraud	Colin Marsland
10:30	<i>Tea and Coffee Break</i>	
10:45	Information Governance and Caldicott	Stuart Hubbard
11:15	Infection Control	Infection Control team
11:30	Clinical Waste	Lawson Bisset
11:45	Fire Safety	Lawson Bisset
12:15	Video – “Cleveland Clinic” and discussion	Ralph Roberts
12:30	<i>Lunch</i>	
13:15	Equality and Diversity	Emilie Gray/HR
14:00	Introduction to Partnership Working	Lorraine Hall/Ian Sandilands
14:20	Staff Development Tour	Host
14:35	Health, Safety and Risk	Catriona Oxley
15:05	<i>Tea and Coffee Break</i>	
15:15	Protection	Protection team
16:15	Completion of Attendance Forms	Host
16:20	Codes of Conduct and Induction Standards	Host
16:30	<i>Close of Session</i>	

### Compulsory Refresher

<b>Time</b>	<b>Subject</b>	<b>Delivered by:</b>
9:00	Welcome and Introduction	Host
09:05	Organisational Issues	Ralph Roberts
09:20	Performance	Simon Bokor- Ingram/Kerry Russell
09:40	Protection	Protection Team
10:00	Infection Control	Infection Control Team
10:30	Tea and Coffee	
10:45	Fraud	Colin Marsland
11:05	PFPI	Edna Mary Watson
11:25	Health, Safety and Risk	Catrina Oxley
11:45	FOI/Data Protection/Confidentiality and Caldicott	Stuart Hubbard